

**U.S. Department of Labor
Employment and Training Administration**

ADVISORY COMMITTEE ON APPRENTICESHIP CHARTER

Committee's Official Designation:

Advisory Committee on Apprenticeship

Authority:

The Advisory Committee on Apprenticeship (ACA) is authorized by the National Apprenticeship Act (the Fitzgerald Act), 29 U.S.C. 50a, which permits the Secretary of Labor to appoint a national advisory committee to serve without compensation. The ACA is a discretionary Committee established by the Secretary of Labor, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended 5 U.S.C. App. 2, and its implementing regulations (41CFR 101-6 and 102-3).

Objectives and Scope of Activities:

The objective and scope of the ACA is to provide advice and recommendations to the Secretary of Labor in five strategic areas:

1. the development and implementation of policies, legislation and regulations affecting the National Registered Apprenticeship System;
2. strategies that can expand the use of the Registered Apprenticeship model in non-traditional industries such as, but not limited to, manufacturing, energy, and healthcare sectors;
3. ways to more effectively partner with the public workforce system and educational institutions and communities to leverage Registered Apprenticeship as a valued post secondary credential;
4. the development of career pathways that can lead to good jobs for everyone and sustained employment for new and incumbent workers, youth, Veterans, women, minorities and other under-utilized and disadvantaged populations; and
5. efforts to improve performance, quality and oversight, and utilization of the National Registered Apprenticeship system.

Description of Duties:

The ACA will achieve the Committee objectives as follows:

- deliberate as a group to develop, refine, finalize and propose recommendations to the Secretary of Labor;
- review and provide feedback on research, policies, best practices, and industry and employment trends that will impact the national Registered Apprenticeship system;
- consult with experts and practitioners for information and expertise pertinent to Committee duties and priorities as needed;
- identify and share best practices and models that will impact sustained employment for a variety of populations;
- identify advocates and serve as champions for the expansion of the national Registered Apprenticeship system; and
- support the development of partnerships with workforce, education, and community based organizations that will create pathways to viable post secondary options in a variety of industries.

Agency or Official to Whom the Committee Reports:

Secretary of Labor, U.S. Department of Labor

Support:

U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship

Estimated Annual Operating Costs and Staff Years:

\$262,000; FTE: 1.5 staff year

Payments to Federal Staff	\$187,000
Travel for Non-Federal Members	\$25,000
Payments to Consultants/Experts	\$25,000

Travel for Consultants/Experts	\$10,000
Other	\$15,000

Designated Federal Official:

The Administrator for the Office of Apprenticeship will serve as the Designated Federal Official (DFO).

Duties of the Designated Federal Official:

A DFO must be assigned to each committee to perform the following duties:

- call, attend, and adjourn committee meetings;
- approve agendas;
- maintain required records on costs and membership;
- ensure efficient operations;
- maintain records for availability to the public; and
- provide copies of committee reports to the Committee Management Officer for forwarding to the Library of Congress.

Estimated Number and Frequency of Meetings:

3 to 4 meetings (virtually or in person) annually, as resources permit.

Duration:

The period of time necessary for the Committee to carry out its purpose: Indefinite

Termination:

Two years from the date this Charter is filed.

Membership and Designation:

Membership Requirements - To the extent practicable, members shall be appointed according to the terms of this section of the Charter and the ACA Membership Balance Plan, which provides information about the points of view and candidate identification process. However, all Committee members shall serve at the pleasure of the Secretary and members may be appointed, reappointed, and/or replaced, and their terms may be extended, changed, or terminated as the Secretary sees fit.

Membership on the ACA will be fairly balanced. Members will come from a cross-section of those directly affected, interested, and qualified as appropriate to the nature and functions of the ACA.

The composition of the Committee will depend upon several factors, including i) the Committee's mission; ii) the geographic, ethnic, social, economic, or scientific impact of the advisory committee's recommendations; iii) the types of specific perspectives required, for example, those of consumers, technical experts, the public at-large, academia, business, or other sectors ; iv) the need to obtain divergent points of view on the issues before the Committee; and v) the relevance of State, local or tribal governments to the development of the Committee's recommendations.

To the extent permitted by FACA and other laws, Committee membership should also be consistent with achieving the greatest impact, scope and credibility among diverse stakeholders. The diversity in such membership includes, but is not limited to, race, gender, disability, sexual orientation and gender identity.

Representation - The Committee shall be composed of members appointed by the Secretary with committee membership ranging from 24-27 voting representative members in a given term. The membership of the Committee shall include balanced representation of employers, labor organizations, and members of the public.

The National Association of State and Territorial Apprenticeship Directors (NASTAD) and the National Association of Government Labor Officials (NAGLO) will both be represented by their current President on the public group of the Committee. The Secretary shall appoint one of the public members as Chairperson to the Committee. In addition to the voting members described above, a representative from the U.S. Department of Commerce, U.S. Department of Education, U.S. Department of Energy, and U.S. Department of Health and Human Services will be invited to serve as non-voting members of the Committee ex-officio. The Assistant Secretary of Labor for the Employment and Training Administration shall be a member ex-officio.

Terms of members - Terms of members shall be one or two years, as designated by the Secretary in the appointment letter, and appointments to vacancies

occurring during the terms of such appointments shall be for the un-expired portions of the terms.

Consultation with Experts - To assist the Committee in fulfilling its responsibilities and meeting its objectives, the ACA may consult with experts from industry, labor organizations, community organizations, Federal agencies, and others as appropriate.

Subcommittees - The DFO shall have the authority to create subcommittees as needed. The subcommittees must always report back to the full Committee and must not provide advice or work products directly to any Federal agency official on behalf of the ACA.

Recordkeeping:

The records of the ACA shall be handled in accordance with the General Records Schedule 26, item 2 and the approved records disposition schedule for the Employment and Training Administration. These records shall be available for public inspection and copying subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date:

This Charter is filed on the date indicated below:



HILDA L. SOLIS
Secretary of Labor

JAN 15 2013

Date